



## Early Learning Policy Director Job Description

**Purpose:** The Early Learning Policy Director is tasked with leading the organization's public policy advocacy at the local and state levels. This position will focus on leading the organization's public policy direction and engagement. They are responsible for building relationships directly with stakeholders, building staff skills around effective advocacy and developing collateral materials to educate and support the agency's policy work. They have direct responsibility for the promotion of quality child care in the community and for developing and managing relationships and contracts. This position represents the specific interests of King and Pierce Counties.

FLSA Status: Exempt

**NATURE & SCOPE:** The Early Learning Policy Director is a member of the Directors and Executive Team and reports to the Chief Operations Officer. They are accountable to:

- Listen and learn from the experiences of families and early learning providers, research, and data to inform and strengthen both the development and implementation of policy for early learning programs and systems
- Develop and advocate for local and state early childhood policies that will close the opportunity gap through greater access to high-quality early learning
- Advocate administratively for effective policy implementation focused on advancing quality early learning experiences (licensed and family, friend and neighbor caregiving)
- Develop and implement legislative, communications, and mobilization strategies for early learning, in alignment with Child Care Resource's mission
- Provide internal leadership of early learning policy work, including integration of organizational work providing services for families and early learning providers into policy development and implementation
- Represent Child Care Resources; interests externally in early learning policy
- Build and maintain relationships with organizational partners, funders, policymakers, state agency staff, and a wide range stakeholders
- Work with a variety of city, county (King/Pierce), and state partners on policy development and advocacy
- Develop and disseminate written materials
- Work with fund development to develop funding for the agency's advocacy work

The Early Learning Policy Director works cooperatively with the Provider and Family Services Directors to identify areas of alignment, overlap and opportunities for cross-team collaboration and engagement.

The Early Learning Policy Director works cooperatively with Business Services to ensure grant compliance, maintenance of ongoing day to day operations, including the collection of timesheets and payroll related paperwork, addressing MIS and software issues, addressing personnel issues and needs and insuring that check requests and approval of payment occurs in a timely fashion.

**EDUCATION/EXPERIENCE:** Minimum requirements include a BA degree and 4 years related job experience. At least 2 years of work experience should be in public policy analysis and advocacy.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- In-depth knowledge of early childhood development issues, child care administration and the needs of families and children.
- Significant understanding of how early learning can close the opportunity gap facing children in low-income families and children of color
- Excellent interpersonal skills including demonstrated ability to constructively manage conflict; the ability to respond clearly and effectively to inquiries from stakeholders and the public and effectively work in political environments requiring a high degree of tact and discretion
- Experience working with diverse communities and commitment to racial equity in process and outcomes and undoing institutionalized racism
- Commitment to integrating expertise of people directly affected by public policies into policy development and policy advocacy
- Strategic thinker that can connect the range of stakeholders Child Care Resources serves to policy and/or advocacy opportunities that will improve access to high-quality early learning in Washington state
- Excellent follow-through on commitments and agreements with internal and external stakeholders
- Excellent speaking and writing, training and presentation skills required.
- Ability to communicate and actively participate in CCR team meetings and committees and external community groups.
- Excellent written and verbal communication skills.
- Excellent listening skills with the ability to give and receive feedback.
- Proven ability to work in a team environment.
- Demonstrated commitment to diversity, cultural relevancy and inclusion is required.
- Computer proficiency and social media experience.

### **ADDITIONAL REQUIREMENTS**

1. Washington State Driver's License, automobile insurance, and access to a reliable automobile are required.
2. Ability to work flexible hours, including evening and weekend work as needed.
3. Ability to be in Olympia (1 to 2 days a week) during the state legislative session.

**COMPENSATION:** Starting range \$65, 789 - \$77,399 depending on education and experience.

**BENEFITS:**

Comprehensive medical, vision, dental, LTD, AD&D and Life Insurance. 100% employer paid for employee coverage. Additional voluntary coverage available. 401k, generous PTO, Extended Illness benefit and paid holidays. Generous package!

To apply, please email cover letter, resume, and four professional references (2 of which must be current or prior supervisors) to [hr@childcare.org](mailto:hr@childcare.org)

To learn more about Child Care Resources, please visit [www.childcare.org](http://www.childcare.org)